



**BSU Joint Safety Committee Meeting Minutes
Meeting #72, November 27, 2012**

Time: 10:00 A.M.

Place: Deputy 301A

In Attendance: B. Butler, B. Crews, M. Lanners R. Marsolek, S. Theisen and J.Utley

Absent: J. Sande

Eight items of old business were discussed:

Membership:

No representatives for the open Bemidji Faculty Association or AFSCME seats have been identified.

Machine Guarding:

A guard for the drill press in the Heating Plant has been installed. The Technical Studies Department has not responded further on milling machine guarding.

Beaux Arts Safety:

The safety chains for overhead stage lights have been replaced. Brad Logan was given information regarding maintaining unobstructed exits, use of fire resistant props, and other safety considerations. The fire Department has been requested to do a walk-through prior to Friday's opening performance.

NTC Air Quality Complaint:

The fuel oil tank and approximately 18 inches of soil was removed.

NIMS Training:

On-line training is available through FEMA and notices to affected employees will go out this week.

Emergency Procedures Guide Update:

New guides have been distributed around campus. More are available by contacting EHS.

Injury Summary 8/15/12 - 11/26/12

INJURY/ ILLNESS	BODY PART	CAUSE	SOURCE	MEDICAL	LOST DAYS	RESTRICTED DUTY	OSHA	HAZARDS
Pain	Back	Overexertion	Mattress	N	0	0	N	None
Laceration	Left Knee and Lip	Fall	Ground	Y	0	0	Y	Uneven Ground
Conjunctivitis	Left Eye	Contact/Splash	Cleaning Chemical	Y	0	0	Y	None
Muscle tear	Right Shoulder	Fall	Floor	Y	?	14?	Y	None

Five items of new business were discussed.

Functional Job Descriptions:

R. Marsolek reports he was told by some supervisors that new hires are no longer being administered the Pre-work Screen as part of the hiring process. The screen is based on the physical requirements of the job and has been completed by candidates who have been offered employment, contingent on its successful completion. It's purpose is to confirm candidates' ability to perform the physical requirements of the job. Supervisors reported that Human Resources told them that the screens were no longer allowed.

The Department of Administration, Risk Management Division, and MnSCU were asked if there were policies or regulations that prohibited the use of the screens, which have been used for over a decade. The response was that there are no prohibitions to use of the screens and, in fact, Risk Management and MnSCU are strongly encouraging all State agencies and system schools to develop functional job descriptions and pre-work screens. The subject was a topic of focus at the annual Risk Management Conference in October.

It is unclear why Human Resources believes the screens are not allowed.

Electrical Repair Work:

EHS received a report of a GMW doing electrical repairs to vacuum cleaners. The supervisor was advised to remind all GMWs that equipment repairs need to be completed by authorized staff, through the work-order process.

New Employee Notification and Training:

R. Marsolek reported that there have been a number of cases recently, where new employees have not received required safety training in a timely manner. EHS is not routinely informed when new employees are hired, despite previous requests to Human Resources for that information. Some supervisors said they assumed that the notification and training is included as part of the hiring process and new employee orientation. However, that has not been the case.

Fire Department Inspection:

During an annual inspection of the Student Center for Health and Counseling, the Fire Chief determined there is a need for a wider review of campus buildings. He proposed a joint walk-through of the campus with BSU representatives to familiarize his department with the campus and identify opportunities to improve fire safety on campus.

Building Emergency Preparedness Plans:

Public Safety will work with building and department representatives to establish emergency preparedness plans that are specific for each building and work area on campus. The plans will describe common emergency procedures as well as considerations unique to the building or work area. The goal is for all plans to be completed by May 2013.

Adjourn: 11:05 A.M.

Richard Marsolek,
Coordinator, Environmental Health and Safety